

STD, 262 (REV. 10/92)

MONTH/YEAR		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	MEALS			INCIDENTALS	TRANSPORTATION					BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
				BREAKFAST	LUNCH	DINNER		COST OF TRANS.	TYPE USED	CARFARE, TOLLS, PARKING	PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
07-Mar	6:00 PM	LA									5	2.23		2.23
13-Mar	12:00 PM	Beverly Hills								/ 10.00	32	14.24		24.24
20-Mar	6:00 PM	LA									12	5.34		5.34
26-Mar	9:00 AM	Norwalk									34	15.13		15.13
26-Mar	6:00 PM	Beverly Hills								/ 10.00	32	/ 14.24		24.24
27-Mar	10:00 AM	Norwalk									34	15.13		15.13
15-Mar	10:00 AM	LA									16	7.12		7.12
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
SUBTOTALS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	165	73.43	0.00	93.43
COLUMN CODE (ACCTG. USE ONLY)														
CLAIM TOTAL													\$93.43	

3/7: Science Center Event-Took letter-Education	3/27: Cerritos College/Auto Dealers Ground
3/13: NAWBO/LA-Took letter-Business	breaking-Remarks-Job Development
3/15: Crenshaw Christian Center-Remarks-Children & Families	
3/20: Kaiser Permanente Ground Breaking-Remarks-Healthcare	
3/26: Staffed GAS-Gifts for Guns	
3/26: Diabetes Assn.-Took letter-Healthcare	

0.445

PAID BY REVOLVING FUND CHECK NUMBER

I HEREBY CERTIFY, That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used and if mileage exceeds the minimum rate, I certify the cost of the operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

DATE \_\_\_\_\_

5-4-09

SIGNATURE OF OFFICER APPROVING TRAVEL AND EXPENSE

DATE \_\_\_\_\_

5/18/09

SIGNATURE OF TITLE OF AUTHORITY FOR SPECIAL EXPENSES

DATE \_\_\_\_\_

6-1-09